

UNITED STATES INTELLIGENCE BOARD
Intelligence Information Handling Committee



IHC-MM-38/75
17 November 1975

MEMORANDUM FOR: Chairman, Micrographics Working Group, IHC
SUBJECT: Terms of Reference

1. The attached terms of reference are hereby approved and issued as a statement of your responsibilities and tasks.

2. Please report to the Chairman, IHC, as appropriate and at least every six months, your progress in each of the areas outlined in the terms of reference.

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Chairman, IHC

attachment: Terms of reference

cc: IHC Members

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MICROGRAPHICS WORKING GROUP
Terms of Reference

1. The Intelligence Community is moving into an area in which micrographics will be increasingly used as a medium of information exchange. The Micrographics Working Group (MWG) of the Intelligence Information Handling Committee of the USIB (IHC/USIB) has been formed to optimize the use of micrographics technology for intelligence exchange among USIB member agencies. Specifically, the group will recommend policy and courses of action to the IHC in order to:

- a. Achieve compatibility in matters involving micrographic intelligence handling policies and practices among USIB member agencies.
- b. Establish standards in size, format, layout, indexing, and security markings of micrographics materials to ensure maximum interchangeability among USIB member agencies with due consideration of federal and industry standards.
- c. Develop a program to minimize duplicate or redundant production of micrographic material.

2. In meeting these objectives the MWG will consider and investigate all facets of micrographics to identify problem areas and to exchange information on management, equipment, security procedures, and other subjects of interest to the group.

3. Membership on the committee will consist of one representative from each IHC participating agency (Army, Navy, Air Force, State, DIA, CIA, NSA, ERDA, FBI, OASD(I), Treasury and ARPA). Others may participate as observers.

4. DCID 1/3 pertains.

--November 17, 1975